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1994/08/03

ROUTINE

UNCLASSIFIED RELEASED
EAP/L CARDS CENTER φ-0VIP (TO) INCOMING 4
Brown

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ACTION: SH055

INFO: EAP(M4) P(M1) RA(M1) EP(M2) EX(M1) PMO(M1) UN(M1)
COMC(M1)

----- 031010Z A1 PB (TOTAL COPIES: 017)

ACTION EAP-BB

INFO LOG-08 AMAD-01 OASY-08 EB-08 TEDE-08 ABS-08 SS-08
/003W ----- 630446 031052Z /38

2 031052Z AUG 94

FM AMEMBASSY BEIJING

TO SECSTATE WASHDC 3027

USDOC WASHDC

INFO AMCONSUL GUANGZHOU United States Department of State

Office of FOI, Privacy, & Classification Review

AMCONSUL SHANGHAI

AMCONSUL HONG KONG

Review Authority: RMARTENS
Date 11/01/96
Case ID: 940303752

UNCLAS BEIJING 34445

USDOC FOR 4428/IEP/EAP/OPB/DFOREST/CMCQUE:N
USDOC FOR 3132/010/EAP/MCOCKRAN/ASTERLING

STATE FOR EAP/CM

E.O. 12356: N/A

TAGS: BMGT; BBSB; QVIP (RONALD BROWN); CR

SUBJECT: REVISED BUDGET FOR VISIT OF COMMERCE SECRETARY
BROWN TO BEIJING AUGUST 27-30

REFS: A1 FCS BEIJING FAX TO M. DAY DATED AUGUST 2; B1
BEIJING 34042; C1 M. DAY FAX DATED AUGUST 1 TO JAMIE
MORSLEY; D1 BEIJING 33238; E1 BEIJING 33447

1. PLEASE FORWARD THIS CABLE TO DIRECTOR OF ADVANCE
MICHELLE DAY.

2. THIS MESSAGE CONTAINS SEVERAL ACTION REQUESTS IN THE
NOTES TO THE REVISED BUDGET IN PARA. 4, AND IN PARAS. 3,
8 AND 9. WE URGENTLY REQUIRE MORE DETAIL ON THE RADIO
EQUIPMENT TO BE BROUGHT TO CHINA (REF E).

3. SET FORTH BELOW IS A REVISED BUDGET FOR SECRETARY
BROWN'S VISIT TO BEIJING AUGUST 27-30. RESPONDING TO
CERTAIN REQUESTS AND INFORMATION PROVIDED IN REF C FAX,
POST HAS MADE CERTAIN ASSUMPTIONS AS TO WHEN THE CONTROL
ROOMS SHOULD GO INTO OPERATION AND CLOSE DOWN, ETC. WE
WOULD APPRECIATE SPECIFIC GUIDANCE ON THIS POINT. THIS
BUDGET DRAFT ASSUMES CERTAIN ADVANCE TEAM MEMBERS
ARRIVING THE EVENING OF SATURDAY, AUGUST 13 AS NOTIFIED
IN REF C FAX, AND STAYING THROUGH AUGUST 31, THE DAY
AFTER THE SECRETARY'S DEPARTURE FROM BEIJING.

4. POST REQUESTS THAT COMMUNICATIONS BE BY MEANS OF
CABLE TO THE EXTENT POSSIBLE (WITH BACKUP FAX WHERE
DEEMED DESIRABLE).

SUMMARY BUDGET

5. OUR REVISED NOTIONAL BUDGET BASED ON REQUESTS
RECEIVED IN REF C IS SET FORTH BELOW.

A. STAFF (BEING PREPARED BY MICHELLE DAY, DIRECTOR OF
ADVANCE, EXECUTIVE SECRETARIAT)

B. HOTEL RENTAL OF SPACE:

-- 15 ROOMS FOR ADVANCE/SECURITY FROM 8/13-8/31
(155/NIGHT X 18 NIGHTS) 41,050

-- OFFICIAL DELEGATION (EST 38), 8/27 - 8/30

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(155/NIGHT X 3 NIGHTS)	13,558	
-- SECRETARY CONTROL (ADJOINING DELUXE ROOMS), 8/12-8/31 (155/NIGHT X 2 ROOMS X 19 NIGHTS)	5,850	
-- BUSINESS CONTROL (DELUXE), 8/22-8/30 (155/NIGHT X 8 NIGHTS)	1,248	
-- PRESS CONTROL (DELUXE), 8/25-8/30 (155/NIGHT X 5 NIGHTS)	775	
-- INTER-AGENCY CONTROL (DELUXE), 8/25-8/30 (155/NIGHT X 5 NIGHTS)	775	
-- EMBASSY LIAISON (DELUXE), 8/27-8/30 (155/NIGHT X 3 NIGHTS)	465	
-- SECRETARY SUITE (GARDEN), 8/27-8/30 (155/NIGHT X 3 NIGHTS)	465	
-- 3 MEETING ROOMS, 8/28-8/30 (155/NIGHT X 2 NIGHTS)	930	
-- PRESS CONFERENCE HALL, FLOWERS & TAPING	928	
SUBTOTAL:	67,268	

NOTES:

1. CHINA WORLD HOTEL HAS INDICATED THE 15 PERCENT
SURCHARGE MAY BE WAIVED ON ALL ROOMS.
2. SECRETARY'S GARDEN SUITE IS BEING CHARGED AT REGULAR
DELUXE ROOM RATE.
3. HOTEL HAS ALSO OFFERED TO UPGRADE U/S GARDEN (SHOULD
BE ACCOMPANY THE SECRETARY) TO A PARLOR SUITE AT THE
DELUXE ROOM RATE OF USD 155.
4. AS INSTRUCTED IN REF C, REVISED ESTIMATE INCLUDES
ONLY OFFICIAL COMMERCE DELEGATION OF 38 PERSONS (IN
ADDITION TO ADVANCE/SECURITY TEAM).
5. ACTION REQUEST: PLEASE ADVISE YOUR THOUGHTS ON THE
REQUESTED MEETING ROOMS FOR THE USE OF THE BUSINESS
DELEGATION. WE HAVE BUDGETED FOR THREE DELUXE ROOMS,
WHICH COULD BE ON THE SAME FLOOR WHERE THE BUSINESS
DELEGATION IS STAYING. ALTERNATIVELY, WE CAN RESERVE
FUNCTION ROOMS DOWNSTAIRS, WHICH MAY PROVIDE MORE
PRIVACY.

C. TRANSPORTATION:

-- LIMO (AT ROUGHLY 100/DAY FOR 5 DAYS, 8/27-8/31)	500
-- ONE VAN AND TWO ADVANCE CARS, 8/13-31 (19 DAYS)	2,000
-- 38 DELEGATION VEHICLES, 8/27-31 ROUGHLY 50/DAY EACH X 5 DAYS X 38	7,000
-- BUS (VANS, BUSES AND TRUCKS)	1,288
-- LOCAL TAXI HIRE	1,000
SUBTOTAL:	11,788

NOTES (ACTION REQUESTS IN MOS. 1 AND 3):

1. WE HAVE ASSUMED THE REQUESTED 38 VEHICLES ARE FROM
THE TIME OF ARRIVAL OF THE OFFICIAL/BUSINESS DELEGATION,
AND ARE IN ADDITION TO THE NEEDS OF THE ADVANCE TEAM. IF
ALL OR SOME OF THESE ARE TO BE STANDING BY ONLY STARTING
MONDAY, THE FIRST WORKING DAY, WE CAN REDUCE THE BUDGET
AND RENTALS ACCORDINGLY. PLEASE ADVISE.
2. TAXI COSTS ARE A ROUGH ESTIMATE BASED ON PRIOR
EXPERIENCE OF HAVING TO ADD LAST-MINUTE VEHICLES, WHICH
MUST BE RENTED ON AN 8-HOUR BASIS AT A FIXED CHARGE PLUS
MILEAGE, AND WITH OVERTIME PAID FOR TIME EXTENDING BEYOND
THE 8 HOURS.
3. BUS ESTIMATE INCLUDES ALL SORT OF VANS, TRUCKS AND
BUSES THAT MAY BE USED FOR TRANSPORTING EQUIPMENT.

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 LUGGAGE, PEOPLE, AND INCLUDES ONE PRESS VAN REQUESTED BY
 USIS (EST. COST 100/DAY FOR FOUR DAYS).
 1. IF YOU CAN PROVIDE AN IDEA OF VEHICLE NEEDS PER DAY,
 BASED ON PAST EXPERIENCE WITH MIXED DELEGATIONS (OFFICIAL
 AND BUSINESS), WE CAN BETTER TAILOR OUR ESTIMATES.

D. EQUIPMENT RENTAL/COMMUNICATION:

-- 15 IDD PHONE/FAX LINES	5,000
-- 12 HOUSE PHONE LINES	
100/LINE FOR INSTALLATION	1,200
-- NINE COMPUTERS, 8/12-31	
50/DAY X 9 X 20 DAYS)	9,000
-- FIVE LASER PRINTERS, 8/12-31	
(25/DAY X 5 X 20 DAYS)	2,500
-- SIX FAX MACHINES	1,000
-- ONE LARGE COPIER, 8/12-31	
100/DAY X 19 DAYS)	1,900
-- ONE SMALL COPIER, 8/22-30	
105/DAY X 8 DAYS)	765
-- ONE SHREDDER (EMBASSY TO PROVIDE)	0
SUBTOTAL:	
	29,445

NOTES:

1. WE HAVE ELIMINATED COST OF BRINGING IN A RADIO TECHNICIAN FROM THE BUDGET. HOWEVER, TO USE RADIOS IN BEIJING EMBASSY RECOMMENDS HAVING A REPEATER, AS RADIOS WILL NOT WORK WELL OTHERWISE.
2. WE ARE STILL AWAITING MORE DETAILED INFORMATION ON THE RADIOS YOU WISH TO BRING IN TO CHINA, SO THAT WE CAN ASK PERMISSION (SEE REF E). A SAMPLE DIPLOMATIC NOTE SHOWING THE NECESSARY TYPE OF INFORMATION WAS FAXED JULY 29 TO J. LOWERY.
3. ON THE COMPUTERS AND LASER PRINTERS, WE HAVE LOCATED A COUPLE OF SOURCES THAT CAN PROVIDE AND SERVICE THE EQUIPMENT. ACTUAL COSTS MAY IN FACT END UP BEING A BIT LOWER THAN ESTIMATED HERE.

E. PRINTING/REPRODUCTION:

-- PRINTING:	2,000
-- REPRODUCTION:	2,000
-- POSTAGE DOMESTIC AND INT'L:	500
-- COURIER DOMESTIC AND INT'L:	600
-- FAX AND PHONE CALLS:	16,000
SUBTOTAL:	
	21,100

NOTES:

1. WE HAVE REDUCED ESTIMATED PRINTING, POSTAGE AND COURIER COSTS AS INSTRUCTED IN REF C, BUT INCREASED REPRODUCTION COSTS IN CASE THERE IS NEED FOR EMERGENCY OUTSIDE REPRODUCTION, WHICH IS QUITE EXPENSIVE IN BEIJING.

F. SUPPLIES:

SUBTOTAL:	2,000
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NOTE: THIS ESTIMATE HAS BEEN REDUCED AS INSTRUCTED
 HOWEVER, OUR ORIGINAL ESTIMATE OF USD 2,600 WAS BASED ON

S063257

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 THE REQUIREMENTS OUTLINED IN THE JULY 31 MEMO FROM
 MICHELLE DAY AND OUR EXPERIENCE WITH OTHER SECRETARIAL
 VISITS OF MUCH SHORTER DURATION (TAKING INTO ACCOUNT THE
 LENGTH OF THE ADVANCE TEAM STAY).

G. PERSONNEL CONTRACT SERVICES:

-- OVERTIME	13,488
-- CONTRACT PERSONNEL	8,000
-- INTERPRETERS/ADVANCE, 8/14-30	
6 X 17 DAYS AT USD 200/DAY)	17,000
-- INTERPRETERS/DELEGATION, 8/28-30	
(20 X 3 DAYS AT USD 200/DAY)	12,000
-- INTERPRETER FOR SECRETARY (N/A IN BEIJING)	
-- PHOTOGRAPHER	
6 OUR DAYS X USD 500/DAY)	2,000
-- MISC.	5,000
SUBTOTAL:	
	57,488

NOTES:

1. EMBASSY INTERPRETER JIM BROWN IS ON HOME LEAVE IN THE UNITED STATES AND RETURNS TO BEIJING AUGUST 24, SO HE WILL BE AVAILABLE FOR THE SECRETARY'S VISIT. COSTS FOR TAKING HIM TO SHANGHAI AND GUANGZHOU WOULD INVOLVE DAILY MAIE PER DIEM OF USD 61/DAY FOR GUANGZHOU AND USD 55/DAY FOR SHANGHAI, PLUS ROOMS AT THE RATE QUOTED YOU BY THE OTHER POSTS. WE ASSUME THE SECRETARY WOULD TAKE HIM ON THE OFFICIAL PLANE, AS TRAVELING BY COMMERCIAL AIR WOULD MAKE HIM MISS MANY EVENTS IN THE SECRETARY'S TIGHT SCHEDULE. PLEASE ADVISE IF YOU INTEND TO TAKE HIM TO HONG KONG.

2. FREE-LANCE PHOTOGRAPHER JOHN CURRIE CHARGES USD 500/DAY, WHICH INCLUDES THE COST OF FILM AND DEVELOPING. HE IS FREE TO TRAVEL WITH THE SECRETARY TO SHANGHAI, GUANGZHOU AND HONG KONG, IF DESIRED. AT EIGHT DAYS (8/27-9/3) HIS TOTAL FEE WOULD BE USD 4,000, PLUS THE COST OF HOTEL ROOM IN THOSE CITIES AND RETURN AIRFARE FROM HONG KONG (ASSUMING HE WOULD ALSO FLY WITH THE SECRETARY ON THE OFFICIAL PLANE, AS FLYING COMMERCIAL AIR WOULD CAUSE HIM TO MISS MANY EVENTS), WHICH RUNS ABOUT USD 300 FOR ECONOMY CLASS.

3. ESTIMATE FOR CONTRACT PERSONNEL IS BASED ON ASSUMED RATE OF USD 10/HOUR FOR LOWEST RATE SECRETARIAL STAFF, PLUS OVERTIME, WORKING ON 12-HOUR SCHEDULES FOR THE SECRETARY'S CONTROL ROOM AND FOR THE BUSINESS CONTROL ROOM PRIOR TO ARRIVAL OF THE OFFICIAL DELEGATION. THE MISCELLANEOUS USD 5,000 IS A CUSHION TO COVER THE DIFFERENCE BETWEEN THE USD 10/HOUR RATE AND ACTUAL SALARY RATE OF EMBASSY SECRETARIAL STAFF TO MAN CONTROL ROOMS DURING THE SECRETARY'S STAY, AND FOR HIGHER-COST HELP DURING THE ADVANCE PERIOD. POST IS CURRENTLY RECRUITING FOR TEMPORARY CONTROL ROOM HELP WITHIN THE EMBASSY AND AMERICAN COMMUNITIES.

TOTAL (B - G):	USD 188,905
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H. HOSPITALITY:

-- AMBASSADOR DINNER 8/27 (48 PEOPLE AT 12/HEAD)	580
-- POSSIBLE LUNCH 8/29 (100 PEOPLE AT USD 28.75/HEAD PLUS DRINKS AT CHINA WORLD HOTEL)	3,580

NOTE:

1. AMCHAM BREAKFAST PLANNED FOR MONDAY, AUGUST 29, WILL

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COST APPROXIMATELY USD 200 PER PERSON FOR BUSINESS
DELEGATION AND OFFICIAL DELEGATION MEMBERS. ARCHAIR WILL
COVER THE COSTS OF THE SECRETARY AND OTHER HIGH-LEVEL
USC MEMBERS.

SUBTOTAL: USD 4,800

GRAND TOTAL (B-H): USD 192,905

POST COMMENTS

6. WE UNDERSTAND THE ADVANCE TEAM WILL BRING THE WORD
PERFECT SOFTWARE WITH THEM.

7. FOR CURRENCY EXCHANGE, THE ADVANCE TEAM WILL HAVE TO
GO TO THE EMBASSY AND CHANGE MONEY BASED ON PRIOR

CLEARANCE, OR CHANGE MONEY AT THE HOTEL. DURING THE
SECRETARY'S VISIT, EMBASSY WILL PROVIDE AN ACCOMMODATION
EXCHANGE FOR OFFICIAL MEMBERS AT THE EMBASSY LIAISON ROOM
IN THE HOTEL (PROBABLY SATURDAY UPON ARRIVAL, SOME TIME
DURING SUNDAY AND MONDAY AFTERNOON). THE BUSINESS
DELEGATES CAN CHANGE MONEY AT THE HOTEL.

8. THERE WILL ALSO BE CHARGES FOR TOURIST ACTIVITIES,
WHICH COULD RANGE UP TO USD 50/PERSON OR MORE, DEPENDING
ON WHAT ACTIVITIES ARE ULTIMATELY SCHEDULED. HOW ARE
THESE CHARGES TO BE HANDLED? WE WILL DISCUSS WITH MOFTEC
WHETHER ANY ENTRANCE FEES CAN BE WAIVED OR REDUCED.

9. DAO HAS RECEIVED FLIGHT INFORMATION FROM THE AIRFORCE
AND IS WORKING ON THE DIPLOMATIC NOTE REQUESTING CABOTAGE
PRIVILEGES. WE STILL REQUIRE INFORMATION ON THE CREW
MEMBERS (NAME, DATES OF BIRTH, PASSPORT NUMBERS WITH
DATES OF ISSUANCE AND EXPIRY).
(CS:JPBORSLEY) ROY

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